

## HVACR Reciprocity Information



Licensing is at the discretion of the local municipality in the State of Indiana (there is not a state heating & cooling license).

### Types of Licenses:

- Air Conditioning "A" - unrestricted.
- Air Conditioning "B" - 25 tons cooling/500,000 BTUs heating, boiler pressures not exceeding 15 psig steam and 30 psig water.
- Air Conditioning "D" - 5 tons cooling/300,000 BTUs heating.
- Refrigeration.
- High Pressure Steam.

### Minimum Application Requirements to go before the board:

The applicant must submit the following to the Board of Heating and Cooling Examiners at least ten (10) business days before the Board meeting and name must be placed on agenda:

- 1) Reciprocal License Application
- 2) **AN ORIGINAL LETTER** from the City or State sponsoring the exam, on letterhead and signed by a local building official. The letter should state that it was a Prometric exam (formerly Thomson Prometric, Experior Assessments LLC, and Block), the test number, the exam type, exam date, exam score, the passing grade required for that jurisdiction, and the current status of the license. **NO COPIES.** The letter verifying the test, current status and reciprocity of the license must be mailed directly to the Consolidated City of Indianapolis Board of Heating & Cooling Examiners.
  - For Indianapolis Reciprocity, the exam **score must be a minimum of 70%**
  - **The license in the reciprocating jurisdiction must be currently valid**
- 3) **AN ORIGINAL GRADE VERIFICATION AND EQUIVALENCY LETTER** from Prometric Inc. (formerly Thomson Prometric, Experior Assessment LLC, and Block & Associates) stating that the exam is equivalent to the City of Indianapolis' exam. Prometric Inc can be reached at 1-800-280-3926
- 4) Resume with work experience
- 5) A **SIGNED NOTARIZED LETTER OF REFERENCE** from employer on original letterhead stationery documenting at least 5 years of experience, including dates of employment (start and end dates) and a description of the job responsibilities.
  - a) If letter of employment verification is not available, letters of reference from supply houses or general contractors/builders who have employed you as an HVACR designer, installer, or technician may be submitted.
  - b) If these references are not available, three (3) signed letters of reference from customers on original stationery, with phone number and address of person giving recommendation, including the dates and nature of service provided by the applicant.
- 6) Schooling or training certificates, refrigerant handling license, transcripts, and other HVACR licenses held in other jurisdictions should be submitted if possible.
- 7) Photocopy of driver's license

*It is required by the City Ordinance that the above seven (7) items must be submitted to the Board of Heating and Cooling Examiners for an applicant to be considered for a reciprocal license.*

### Application Process:

- 1) The applicant submits the application packet to the Board of Heating and Cooling Examiners at least ten (10) business days before the Board meeting.
- 2) The applicant appears for an interview at a regularly scheduled meeting.

- 3) The Board determines if the applicant meets the requirements for a reciprocal license.
  - a) If approved, the applicant attends the Orientation.
- 4) If approved, the applicant may immediately apply for the license(s), submitting proof of surety bond, general liability insurance, and workman's compensation coverage with fee(s) and application(s) for the license(s) to the Licensing Section. Or the applicant may submit the required licensing information at a later date.

The applicant is not licensed until this paperwork and fee(s) are filed. Detailed Bond and Insurance requirements are at the end of this packet.

The Board of Heating & Cooling Examiners meets the second Monday of each month at 1:30pm.

Deadline for submittal of application packet:

Board Meeting date:

DECEMBER 29, 2014  
JANUARY 26, 2015  
FEBRUARY 23, 2015  
MARCH 30, 2015  
APRIL 27, 2015  
MAY 25, 2015  
JUNE 29, 2015  
JULY 27, 2015  
AUGUST 31, 2015  
SEPTEMBER 28, 2015  
OCTOBER 26, 2015  
NOVEMBER 30, 2015  
DECEMBER 28, 2015

JANUARY 12, 2015  
FEBRUARY 9, 2015  
MARCH 9, 2015  
APRIL 13, 2015  
MAY 11, 2015  
JUNE 8, 2015  
JULY 13, 2015  
AUGUST 10, 2015  
SEPTEMBER 14, 2015  
OCTOBER 12, 2015  
NOVEMBER 9, 2015  
DECEMBER 14, 2015  
JANUARY 11, 2016

Correspondence should be addressed to:

Board of Heating & Cooling Examiners  
1200 Madison Avenue, Suite 100  
Indianapolis, Indiana 46225

Please phone Anna Brown at (317) 327-8467 or email: [Anna.Brown@indy.gov](mailto:Anna.Brown@indy.gov) if you have any questions

**HEATING & COOLING EXAM APPLICATION**  
**CITY OF INDIANAPOLIS – DEPARTMENT OF CODE ENFORCEMENT**  
**1200 Madison Avenue, Suite 100**  
**Indianapolis, IN 46225**  
**(317) 327-8467**

NAME \_\_\_\_\_ AGE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

WORK ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

WORK PHONE # (    ) \_\_\_\_\_ FAX # (    ) \_\_\_\_\_ HOME PHONE # (    ) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EDUCATIONAL BACKGROUND IN TRADE: \_\_\_\_\_

**EXPERIENCE**

RESIDENTIAL \_\_\_\_\_ COMMERCIAL \_\_\_\_\_ INDUSTRIAL \_\_\_\_\_ TOTAL YEARS \_\_\_\_\_

**PRESENT EMPLOYER:** \_\_\_\_\_ NO. YRS. \_\_\_\_\_

SPECIFIC DUTIES: \_\_\_\_\_

**PAST EMPLOYER: 1.** \_\_\_\_\_ NO. YRS. \_\_\_\_\_

SPECIFIC DUTIES: \_\_\_\_\_

**PAST EMPLOYER: 2.** \_\_\_\_\_ NO. YRS. \_\_\_\_\_

SPECIFIC DUTIES: \_\_\_\_\_

**TYPE OF LICENSE REQUESTED:**

1. CIRCLE ONE:      AIR CONDITIONING "A" (UNRESTRICTED)  
                         AIR CONDITIONING "B" (25 TONS COOLING/500,000 BTUs HEATING)  
                         AIR CONDITIONING "D" ( 5 TONS COOLING/300,000 BTUs HEATING)  
                         REFRIGERATION  
                         HIGH PRESSURE STEAM

2. NAME THREE PEOPLE WHO ARE FAMILIAR WITH YOUR WORK. (submit with 3 reference letters)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

3. WHY DO YOU DESIRE A LICENSE FOR MARION COUNTY? \_\_\_\_\_

\_\_\_\_\_

4. JURISDICTION SPONSORING PROMETRIC INC. EXAM: \_\_\_\_\_  
DATE of EXAM: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_  
SECTION BELOW TO BE COMPLETED BY BOARD OF HEATING AND COOLING EXAMINERS

APPLICATION APPROVED \_\_\_\_\_ YES \_\_\_\_\_ NO      DATE APPROVED \_\_\_\_\_

\_\_\_\_\_  
BOARD MEMBER      BOARD MEMBER      BOARD MEMBER

IF YOU REQUIRE ANY ADA ACCOMMODATIONS PLEASE PHONE THE BOARD SECRETARY AT 317-327-8467

## **2015 BOARD OF HEATING & COOLING EXAMINERS POLICY LIST**

### **1. TESTING/REPEAT TESTING OF HEATING & COOLING APPLICANTS**

Passing grade for examination is 70%.

Applicants, who score between 69% and 60%, may retest once without reappearing before the board.

After an applicant's second failure, he may not retest for a period of one year. At that time, he must reappear before the board and provide documentation indicating improvement in areas of weakness.

Applicants scoring less than 60% must reappear before the board and provide documented evidence indicating improvement in the areas of weakness before they may retest. This situation shall be allowed once.

The ability to show improvement in areas of weakness requires the applicant to have received the strengths and weaknesses report from the testing agency.

All documentation must be submitted in writing.

**An Examination Applicant who was approved to test but did not take the test, may take the approved examination any time within the two year period from the date approval was granted by the Board. If more than two years has elapsed, the applicant must provide documentation that the applicant has worked within the Heating and Air Conditioning field during the previous two years.**

### **2. REINSTATEMENT**

The Board of Heating and Cooling Examiners delegates to the License Administrator for the Indianapolis Department of Code Enforcement authority to approve applications for renewal of licensure where the applicant is a person whose eligibility for license renewal is established by Section 875-311(1) of the Revised Code. If the individual license has expired more than two years but less than four years, the candidate has to appear before the Board to request reinstatement, providing documentation that he/she has been employed in the trade during the past two years. If the individual license has been expired more than four years, the person has to start all over, requiring to test, document appropriate number of years of experience in the trade, take the test, and pass.

### **3. LICENSE UPGRADE**

Once per year, a licensed contractor may take an additional examination to upgrade their license by applying to the Department. *In the following instances, an appearance before the Board is not required to take the examination.*

Air Conditioning "D" license holder may take.....Air Conditioning "B" exam  
Or.....Refrigeration exam

Air Conditioning "B" license holder may take.....Air Conditioning "A" exam  
Or.....High Pressure Steam exam  
Or.....Refrigeration

High Pressure Steam license holder may take....Air Conditioning "D" exam  
Or.....Refrigeration exam

Refrigeration license holder may take.....Air Conditioning "D" exam  
Or.....High Pressure Steam exam

Service Only license holders may not test without appearing before the board.

#### **4. RECIPROCITY**

The Board of Heating and Cooling Examiners may accept reciprocity on a comparable license issued by a municipality or government agency, provided that:

the issuing agency certifies to the Department of Code Enforcement, Consolidated City of Indianapolis, hereafter called Department, that the license is current, that the license is not suspended or revoked, the license meets or exceeds the requirements for the license being applied for and,

the license was issued upon passing a standardized exam produced by Prometric Inc. (formerly Thomson Prometric, Experior Assessment LLC, and Block and Associates) and the exam was proctored by either Thomson Prometric (formerly Experior Assessment LLC and Block and Associates) or the issuing municipality and,

Prometric Inc. (formerly Thomson Prometric, Experior Assessments LLC and Block and Associates) has verified to the Department that the exam is equivalent to the license examinations given by the Consolidated City of Indianapolis and, the applicant meets all other requirements for holding the license for the Consolidated City of Indianapolis and, all documentation must be submitted in writing from the appropriate agency.

Providing that the applicant meets all of the above criteria, the Board of Heating & Cooling Examiners of the Department of Code Enforcement may issue a reciprocal license to the said applicant. The applicant must appear before the Board to receive their license and orientation before it becomes valid. If the applicant does not meet all of the above criteria, then the Board shall not issue a reciprocal license.

**5. COMPLIANCE WITH ADA STANDARDS IN TESTING**

It is the professional judgment of the Board of Heating and Cooling Examiners that heating and air conditioning installers must be able to read and understand complex and varied installation instructions in order to safely and effectively do their jobs. Consequently, the board administers a written test to determine the qualifications of all license applicants. The purpose of this test is to evaluate the applicant's substantive knowledge, and ability to read and understand written instructions. Therefore, requested test modifications related to reading disabilities will be reviewed on a case by case basis, in conjunction with the City ADA counsel, and authorized if the requested modification does not alleviate the applicant from proving these essential abilities.

**6. INVOLVEMENT OF LICENSE HOLDER IN A JOINT VENTURE**

Non-licensed heating & cooling contractors may enter into a joint venture with a licensed heating & cooling contractor and perform heating & cooling work. An unlicensed person may only perform heating & cooling work under the supervision of a licensed heating and cooling contractor. The licensed person is expected to provide responsible direction and control in specifying the heating & cooling work processes as well as supervising the person accomplishing the work. Either the license holder or an employee, who is directly under the supervision of and directly reports to the license holder, is expected to be on-site providing supervision, and direction. This is especially true if the non-license holder's company is providing the manpower. It is ultimately the license holder who is responsible for the work.

**7. CLARIFICATION OF VENTILATION FOR BOARD OF HEATING & COOLING EXAMINERS**

Installation of the ductwork for an exhaust hood greater than four (4) square feet or any exhaust hood in a non-residential structure is considered ventilation and requires installation by a Class A, Class B, or Class D heating and cooling contractor.

## **Heating and Cooling Examiners Probation Policies**

- I. Selling a license or lack of supervision will not be tolerated.

**First violation** – Reprimand and consultation

**Second violation** – License may be suspended up to 180 days

**Third violation** – License may be revoked

1. The following are the Guidelines for HVACR License Holders on Probation:

The Board may impose suspension, revocation or ineligibility of license renewal, and then the Board may conditionally suspend the original imposition based upon the contractor satisfactorily fulfilling the conditions imposed by the Board during a given period. Generally, this is what is meant by probation.

1. The contractor is required to request inspections for all work performed during the probation period.
2. The inspection staff will provide periodic updates to the Board concerning the contractor's activities during the probation period.
3. Selling of license, or lack of proper supervision for any project where a permit is required and/or has been issued to The License Holder will not be tolerated.
4. The contractor may be subject to additional Board action for any violations during the probation period which are not corrected in a timely manner; and
5. Failure to comply with any provisions of the probation may result in suspension or revocation of the license for a period of time. The Board shall call a formal hearing before suspension or revocation is determined.
  - a. If failure to comply with one or more provisions of probation is reported, the Board shall hold a Formal Hearing at the first Board Meeting or sooner if necessary, to determine action to be taken regarding The License Holder.
  - b. The Board may require immediate license revocation and other action as needed, in the event that life and/or property are in danger.

The above policies are recommended but in no way limit the action taken by the Board in aggravated circumstances.